



# DEHCHO DIVISIONAL EDUCATION COUNCIL

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## ALL EMPLOYEES

### Outside Activity

I am writing to all DDEC and schools staff to remind you of your obligations concerning involvement in outside activity. Outside activity as defined in the Government of the Northwest Territories (GNWT) Code of Conduct includes “**outside employment, self-employment, service (with or without remunerating) on boards, councils or committees and volunteer activities**”. Sections 70 and 71 of the Code of Conduct contain very clear requirements, as follows:

When an employee wishes to engage in an outside activity outside of regularly scheduled hours of duty, which could:

- Cause a conflict of interest;
- Be performed in such a way as to appear to be an official act on the government’s behalf, or to represent a Government opinion or policy;
- Interfere with regular duties;
- Involve the use of Government premises, equipment or supplies; or
- Place the employee in a position where the employee has confidential knowledge or information to which the employee can exploit that knowledge or information for personal gain;

the employee shall notify the Deputy Head in writing of the nature of the activity and shall not participate in the outside activity until granted permission to do so.

Where a Deputy Head (the Superintendent) determines that there is a potential for a conflict of interest from an employee’s involvement in outside activities, the matter will be discussed with the Deputy Minister of Human Resources. If necessary, the Deputy Head will seek advice and input from the Ethics counsellor. The Deputy Head will advise the employee in writing of his or her decision. An explanation will be provided where the Deputy Head makes a determination to:

- a) Prohibit an employee’s engagement in outside activity due to a real or perceived conflict of interest: or
- b) Grant the employee permission to engage in outside activities with conditions. Such permission is normally granted where the Deputy Head is satisfied that a real or perceived conflict of interest would be rare or an isolated occurrence and therefore can be addressed by the requirement that the employee not participate in

any GNWT decision or discussion that could impact the outside activity or in any discussion or decision by the outside organization that could impact the GNWT.

The Code of Conduct only requires Deputy Head (Superintendent) approval prior to your involvement with the outside activity in situations where the activity could result in conflict (Section 26 of the Code). This requires employees to consider the potential for conflict before agreeing to participate in any form of outside activity and to exercise some judgement about what types of activity may require Superintendent approval.

You will need to consider all aspects of departmental operations before determining whether a potential conflict exists. Examples of areas where there is a potential conflict and you need to seek approval would include the following:

For outside employment:

- Any activity that involves lobbying or advocacy with the GNWT; and
- Any activity that involves payment from the GNWT, whether directly or through a third party arrangement

For volunteer activities:

- Any volunteer activity that may impact on your ability to do your GNWT work, such as those that might cut into your sleep or overlap with your hours of work
- Any volunteer activities is not school sanctioned

Note that coordinating or coaching school-sanctioned extra-curricular events, activities teams, or travel, are subject to Principal approval (and you are covered by GNWT insurance accordingly), and therefore do not require additional Superintendent approval.

Where a request is made to participate in outside activity and I determine that there is a potential for conflict of interest, the matter will be reviewed by Labour Relations. You will be advised in writing of my approval or non-approval of your engagement in any outside activity due to a real or perceived conflict of interest. I may also grant approval for you to engage in the activity with conditions.

To assist in ensuring you obtain the required approval, you are asked to complete the enclosed form and return it to your Principal or Supervisor by XX, XX, 20XX. This form should be used if you wish to engage any outside activity for which you have not been granted approval, and should be used again when those activities have changed. Currently approved activities will remain

approved and you are not required to seek approval again at this time. All forms will be forwarded to me for review and approval, and kept on file with the Department of Human Resources.

It is a credit to the DDEC and our school that so many staff are active in our communities and involved in a wide range of voluntary activities. These guidelines are not intended to restrict staff from becoming involved in volunteer groups, but rather to provide clarity to assist you with adhering to the Code of Conduct.

The GNWT's Code of Conduct is available on the Department of Human Resource's website at <http://www.he.gov.nt.ca/policy>. Please speak with your Principal or Supervisor should you have any questions or concerns about outside activity and a possible conflict of interest.

Sincerely,

A handwritten signature in blue ink that reads "P. Brulot".

Philippe Brulot  
Superintendent

Attachment

# Dehcho Divisional Education Council

## REQUEST FOR APPROVAL OF OUTSIDE ACTIVITY

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### Instructions

The following information is required if you:

- Engage in a new outside activity, or
- Have received approval, but the nature of the activity has changed.

You must complete one form for each outside activity

For further information about outside activity, see the "Government of the Northwest Territories" Code of Conduct available online at

<http://www.hr.gov.nt.ca/policy/documents/CodeofConduct.pdf>.

**Until written permission has been received from the Superintendent, employees may not participate in the outside activity.**

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Employee name: \_\_\_\_\_

Location: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

- I am seeking approval to:
- Engage in a **new** outside activity
- Engage in a **previously approved** outside activity that had a change in the nature of the activity.
- Type of outside activity:
- Outside employment and/or self-employment
- Service (with or without remuneration) on boards, Councils or committees
- Volunteer activities **that are not school sanctioned**

Name of person, business or organization for whom the outside activity will be performed for:

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Briefly describe the specific duties or activity (if necessary, attach additional pages):

Do your work duties relate in any way to the proposed activity? If yes, please describe:

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

This request for outside activities has been **approved**

\_\_\_\_\_  
Superintendent (Deputy Head)

\_\_\_\_\_  
Date